



## **GENERAL AUDITOR III**

**Class Code: 4285 - Exam Code: 5FAGN**

**Type of Examination: Departmental Promotional/Spot**

**Salary: \$4,829 - \$6,350**

**Employment Type: Permanent Full-time**

**Permanent Part-time**

**Permanent Intermittent**

**Limited Term Full-time**

**Limited Term Part-time**

**Limited Term Intermittent**

**Exam Type: Continuous**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO CAN APPLY**

This is a Departmental promotional examination for the California Department of Food and Agriculture. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or

## WHO CAN APPLY CONTINUED

3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability or honorably discharged from active duty as defined in Government Code § 18991; or
5. Under certain circumstances, other employees (i.e. former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a promotional examination. Career credits do not apply.

**NOTE: Veterans must provide a copy of their DD214 for entrance requirements.**

## CONTINUOUS FILING INSTRUCTIONS.

The testing office will accept applications continuously and will notify and test applicants as needs warrant. **Testing is considered continuous** as closing dates (cut-off dates) can be set at any time and eligible lists are merged. Applications personally delivered after the closing date will be held over for the next examination. **A candidate may be tested only once during a testing period.** The testing period for this examination is **12** months. The beginning of the testing period is based upon when an individual is placed on the eligible list. **A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.** You must submit a state application (Form STD. 678) to each testing period.

## HOW TO APPLY

Submit a Standard State Application (STD. form 678).

- Standard State Application (STD. form 678) is available through the internet at <http://jobs.ca.gov/Profile/StateApplication>.
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY****HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture  
Examination Unit, Attn: **Suzanne Conrad**  
1220 N Street, Room 242  
Sacramento, CA 95814  
(916) 403-6579

**NOTE:** Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

**FINAL CUT-OFF DATE**

Applications will be accepted on a continuous basis.

**ELIGIBLE LIST INFORMATION**

A Departmental "Promotional" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS**

**NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.**

**Either I**

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to General Auditor II.

**Or II**

**EXPERIENCE:** Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations. **AND**

**MINIMUM QUALIFICATIONS CONTINUED****EDUCATION: *Either***

1. Equivalent to graduation from college, with specialization in accounting. *or*
2. Completion of either:
  - (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law; *or*
  - (b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**SPECIAL PERSONAL CHARACTERISTICS**

Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office.

**POSITION DESCRIPTION**

Under direction, either (1) to lead a group of auditors conducting field audits of the accounts and records of individuals, business firms or governmental agencies subject to State regulation or taxation; or (2) to perform specialized and complex field auditing work; or (3) to assist in audit program evaluation and in the development and improvement of auditing methods and techniques; and to do other related work.

**POSITION DESCRIPTION**

Acts as leadperson to a group of auditors in planning the scope and procedure of audits and advises on difficult problems of audit techniques and procedure or on application of the law; prepares audit reports for uniform application of agency and departmental policy, of the law and for adequacy of audit procedures and techniques and reasonableness of audit findings and recommendations; refers to supervisor major problems requiring policy decision or legal interpretation; makes the more difficult public contacts and writes correspondence in explaining provisions and application of the law and discussing audit procedures, findings, and recommendations with taxpayers or parties subject to various State regulations.

Performs the more complex field audits in cases frequently complicated by such factors as the large size of organization with correspondingly complex accounting systems and the proper determination of assets, liabilities, ownership equities, income, costs, and expenses in accordance

**POSITION DESCRIPTION CONTINUED**

with generally accepted accounting and auditing principles; tests current modifiers and standards and develops new bases of allocation and assists in revising the Manual of Instruction to reflect such changes.

**EXAMINATION INFORMATION**

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

*Competitors who do not appear for the interview will be disqualified.*

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

*The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.*

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. Accounting and auditing principles and procedures and applying them in the work performed;
2. Business law.

**ABILITY TO:**

1. Apply accounting and auditing principles and procedures in the work performed;
2. Analyze data and draw sound conclusions;
3. Analyze situations accurately and take effective action;
4. Prepare clear, complete, concise reports;
5. Establish and maintain cooperative relations with those contacted in the work;
6. Communicate effectively at a level required for successful job performance.

**EDUCATION AND EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the

## EDUCATION AND EXPERIENCE CONTINUED

Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

## VETERANS’ PREFERENCE

Veterans’ preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans’ Preference.

## CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit

1220 N Street, Room 242

Sacramento, CA 95814

Attn: Suzanne Conrad at (916) 403-6579 or [suzanne.conrad@cdfa.ca.gov](mailto:suzanne.conrad@cdfa.ca.gov)

## GENERAL INFORMATION

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**GENERAL INFORMATION CONTINUED**

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

TTY number: 1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922